



Club Kids Program
Parent Manual
2023-2024 School Year



ROSELLE
PARK DISTRICT

TABLE OF CONTENTS

Dates to Remember	1
Important Contact Information	2
Program Overview	3
Club Kids Philosophy	3
Club Kids Staff	3
General Information	4
What to Bring to Club Kids	4
Personal Belongings	4
Personal Items	4
Daily Activities	4
Indoor and Outdoor Activity	4
Themed Activities	4
Homework Time	5
Clothing	5
Snack Time	5
ePACT	5
Communication	5
Participants with Special Needs	5
Sign In and Out Procedures	6
Absences and Changes in Schedule	6
Late Pick-Up	6
Child Care Statements	6
Day Off Activities	6
Payment Plan Procedures	7
Health and Safety	7-8
Medical Emergencies	7
Illness	7
Medication	8
Allergies	8
Behavior	8,9
Discipline	9,10
Parent Code of Conduct	10
Frequently Asked Questions	11



2023-2024 DATES TO REMEMBER

August 16	First Day (SH/WB)	Spring Hills & Waterbury
August 30	SMART Day (SH)	Club Kids at Spring Hills
September 1	No School (WB)	School Day Out at CRC
September 4	No School (SH/WB)	Labor Day - CRC Closed
September 20	SMART Day (SH)	Club Kids at Spring Hills
October 4	SMART Day (SH)	Club Kids at Spring Hills
October 6	No School (SH/WB)	School Day Out at CRC
October 9	No School (SH/WB)	School Day Out at CRC
October 18	SMART Day (SH)	Club Kids at Spring Hills
November 15	SMART Day (SH)	Club Kids at Spring Hills
November 20-24	Thanksgiving Break	School Day Out at CRC (11/20-22)
December 6	SMART Day (SH)	Club Kids at Spring Hills
December 25-January 5	Winter Break	Winter Break Camp at CRC
January 8	No School (SH)	School Day Out at CRC
January 15	No School (SH/WB)	School Day Out at CRC
February 14	SMART Day (SH)	Club Kids at Spring Hills
February 16	SMART Day (WB)	Club Kids at Waterbury
February 19	No School (SH/WB)	School Day Out at CRC
March 1	No School (WB)	School Day Out at CRC
March 13	SMART Day (SH)	Club Kids at Spring Hilld
March 25-29	Spring Break	Spring Break Camp at CRC
April 1	No School (SH/WB)	Good Friday - CRC Closed
April 17	SMART Day (SH)	Club Kids at Spring Hills
May 1	SMART Day (SH)	Club Kids at Spring Hills
May 15	SMART Day (SH)	Club Kids at Spring Hills
May 17	Half Day (WB)	Club Kids at Waterbury
May 24	Last Day of School (SH/WB)	Spring Hills & Waterbury



IMPORTANT CONTACT INFORMATION

Administrative Staff

Roselle Park District Front Desk (630) 894-4200

Mackenzie Irelan
Recreation Supervisor
mirelan@rparks.org
(630) 894-1037

Michael Wold
Superintendent of Recreation
mwold@rparks.org
(630) 894-1029

Nicolette Orlandino
Deputy Director
norlandino@rparks.org
(630) 894-1048

Club Kids Locations, Hours & Phone Numbers

Spring Hills Elementary School

560 Pinecroft Dr., Roselle
(630) 529-1883

Spring Hills Club Kids Contact Info

Cell Phone: (630) 940-7504
Email: clubkidssh@rparks.org

AM: 6:30-8:30am
PM: 3:30-6:00pm
SMART: 1:30-6:00pm

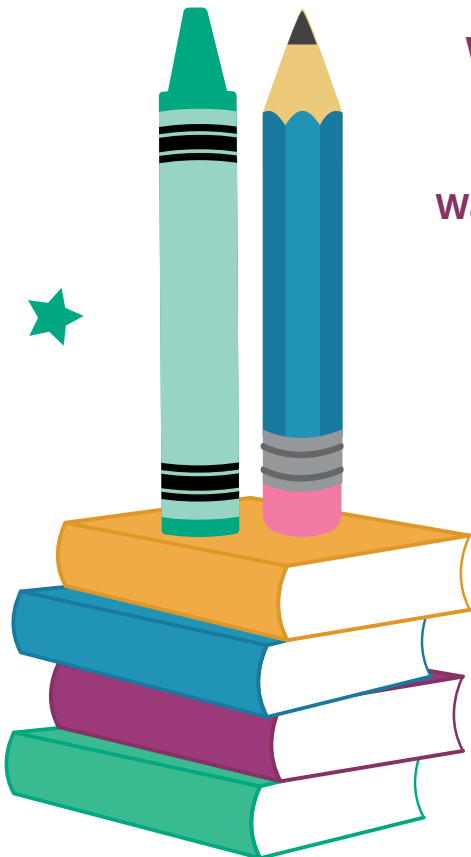
Waterbury Elementary School

355 Rodenburg Rd., Roselle
(630) 5893-8180

Waterbury Club Kids Contact Info

Cell Phone: (630) 940-7172
Email: clubkidswb@rparks.org

AM: 6:30-8:30am
PM: 3:30-6:00pm
SMART: 2:30-6:00pm



PROGRAM OVERVIEW

Welcome to Club Kids, the Roselle Park District Before and After School Program! When school is out, your kids are in!

The Club Kids Before and After School program is a cooperative effort between the Roselle Park District, School District #12, and School District #20, conducted at Spring Hills and Waterbury Schools.

The Club Kids Program provides a fun, structured, and safe environment for kids before and after school. Staff organizes daily group and individual activities including homework time, games, crafts, outdoor play, and athletic activities. Snack time is provided to children in both the before and after school programs, kids should bring their own (Nut free) snack and water bottle. Club Kids is designed to help promote and engage children in a mix of fitness, socialization, and most of all, FUN!

The program is run at Spring Hills and Waterbury for the school year. The before school program operates daily from 6:30 am until the start of the school day and the after-school program operates daily from the end of the school day until 6:00 pm. For those enrolled in the after-school program, half days, SMART days, and early dismissal days are included, and no separate registration is required. Please provide your child with a sack lunch when attending Club Kids on half days.

We have designed the Club Kids program to ensure a high-quality, cost-effective experience, and we welcome your comments and suggestions. We are here to help children learn, gain self-confidence, make friends, and have fun in a safe and comfortable environment.

CLUB KIDS PHILOSOPHY

Club Kids Before and After School program is committed to providing a safe, recreational program before and after school, for children. We believe that children learn best through structured play and experience. When given the opportunity to play, children will naturally explore, learn to cooperate with others, and develop a sense of self-esteem. The program is relaxed and recreational, as well as being educational in a fun way.

CLUB KIDS STAFF

Staff members are primarily high school and college students with experience in working with children and are carefully selected and trained by the Roselle Park District. Each site is supervised by at least two staff members. We maintain a staff to student ratio of 1:10. Our qualified and caring staff will remain sensitive and flexible and strive to meet the needs of both the parents and the children.



GENERAL INFO

What to Bring to Club Kids

Backpack: Please send your child with extra quiet activities for homework time.

NUT free Snack: All students must wash their hands before snack.

**Refrigerators and microwaves are not available*

Water bottle

Medication (if needed) - Please see the Medication Section below for more information on drop off/pick up procedures.



Personal Belongings

Roselle Park District Staff are not responsible for any lost, damaged, or stolen items, money, or personal property brought by students. Please leave personal property at home.

- Bringing personal belongings and toys from home is strongly discouraged.
- Cell phones are permitted but should be kept in the student's backpack.
- Any toys that are brought from home must have prior approval from the site lead.
- Electronic handheld games (Nintendo DS, etc.) and MP3 players (iPods, etc.) are only allowed as designated by staff.
- The trading of Pokémon cards, and similar items, is not allowed at Club Kids.
 - Students are not to exchange money with other students.
- Personal Belongings may not be shared with other students.
- Staff may restrict or withhold inappropriate items.

Personal Items

Please leave all personal items, such as toys, electronics, or sports equipment at home when attending Club Kids or School Day Off programs. This is to ensure the safety of your belongings. This includes all electronic devices and cell phones. The Park District is not responsible for lost, broken, or stolen items. If Club Kids staff sees these items out, they will be taken away and kept in a safe place until parents arrive.

Daily Activities

The Club Kids program combines fun activities with academic concepts. Children enjoy specialized activities, and activities include but are not limited to open play, group games, sports, outside and gym activities, music, arts and crafts, homework time, and snack.

Indoor and Outdoor Activity

The school sites have designated rooms for the Club Kids program as well as access to the outdoor playground and fields. Children play outside as weather permits, so children need to have appropriate clothing.

Themed Activities

There may be themed lesson plans to put our best foot forward in entertaining the students with new and exciting activities. These themes will be on the calendar/newsletter that is sent home monthly, and the activities will be geared more towards after care programming, but some activities may be done morning care as well. There may be times when we ask students to bring in items from home that coordinate with the theme.

Homework Time

Time will be designated in after care each day for homework. This is a quiet period where children can ask questions and finish their assignments from school. Club Kids provide enrichment work and books for each grade level. Children who do not have homework to complete should bring a book to read or academic activity. Children are required to have something to work on during homework time. Please send your child with an activity book, workbook, or reading book.

Clothing

The students will be going outside daily, weather permitting. Please dress your child accordingly. If you would like to provide a change of clothes for your child for emergency situations, such as mud or spills, please print name clearly on the tags and it can be safely stored in the Club Kids cabinets.

Snack Time

As part of the program, a snack time will be set in the morning and in the afternoon, however we will not provide snacks due to varying allergies. We strongly encourage packing a healthy morning and/or afternoon snack as well as a water bottle or extra drink. All participants will have to sit during snack time, even if they do not have a snack. There may be special food days throughout the year, according to theme, and an informational letter will be sent out in advance. Please inform us of any food allergies immediately. Allergy information should be included in your child's ePACT. Birthdays are special for children, and we love to celebrate as a group. If your child wishes to bring treats, we ask that there are enough for everyone in the Club Kids program.

ePACT

Please go to the CRC Front Desk and complete the District's program registration. Once your child is registered you will receive an automated email from ePACT. Please complete your child's ePACT 48 hours before your child attends Club Kids.

Communication

Parent communication is essential to a successful program. We distribute a monthly calendar or newsletter to let parents know what is happening at Club Kids. If you have any concerns, you can discuss them with the Site Lead. We want and hope to work together to efficiently to address and discuss important matters as well as resolve conflicts relative to childcare.

We ask that you please keep counselors informed about any unusual circumstances at home or school, so that staff can be sensitive to your child's needs. The staff wants to work as a team with families and the schools. We welcome your input, and suggestions. Please discuss any issues of a sensitive nature in private, away from your child and others in the program.

Participants with Special Needs

Please notify the Roselle Park District of any medical condition, or special needs requiring attention from our staff. If a child has an aide or companion during the school day, the Park District highly recommends and encourages the same for Club Kids participation. The District works closely with the Western DuPage Special Recreation Association (WDSRA) to ensure that students with special needs receive proper attention. An Inclusion Notification Form should be completed and submitted with registration.



GENERAL INFO

Sign In and Out Procedures

Children at Waterbury will drop off and pick up at the gym doors, door 3. These are the double doors located near the playground. Parents can knock on the doors to gain entrance to the program.

Children at Spring Hills will drop off and pick up at the front, right entrance double doors. These double doors have a doorbell which is labeled Club Kids. Parents can ring the bell to gain entrance to the program.

Every child must be signed in when dropped off at before care and signed out when picked up from after care by an authorized adult listed on ePACT. Staff cannot take responsibility for a child until they have been properly signed in. Children will not be released to anyone not listed as an authorized pick-up. If you would like to make a change, please make sure to update ePACT information, and inform staff. As a safety guideline, a photo ID may be requested before releasing a child. If your child will be carpooling or attending a playdate, please submit a written note to the Club Kids staff stating who your child will be going home with, and the name of the person picking him/her up. Children are not permitted to sign themselves in or out of Club Kids.

Absences and Changes in Schedule

In the event that your child is absent from school, will not be attending Club Kids, or there is a change in schedule, please communicate the schedule changes with the school office. Contacting the school will ensure that your child will be directed to the correct location after school. You can also contact Site Leads and staff via email or call/text, however, the main contact is the school office staff.

Late Pick-Up

If you are unable to pick up your child by the designated time of 6:00 p.m., please call the Site Lead at Club Kids who can be reached on the Club Kids Cell Phone. If you cannot contact the Site Lead, call the Roselle Park District at (630) 894-4200, and the Club Kids staff will be notified. Any parent who arrives after 6:00pm to pick up a child will be assessed a late pick-up fee. After the 6:00pm deadline, parents will be charged an additional \$5.00 for every 10 minutes they are late. Late fees are accrued starting at 6:00pm according to the school's clocks. In the event that the child is not picked up by 6:15pm, and Club Kids staff has not heard from the parent/guardian, the emergency contact person will be notified. In the event that the child is not picked up by 6:30pm, and Club Kids staff has not heard from the parent/guardian or emergency contacts, Club Kids staff will notify police. Consistent late pick-ups may result in removal from the program.

Child Care Statements

Childcare statements used for tax credit purposes are available online. Please visit rparcs.org and click the Online Registration button, login, and go the My Account tab where you will see Childcare Statement and Reprint a Receipt. No statements will be printed, emailed, or mailed this year. All families will be able to access their statement electronically.

Day Off Activities

Childcare statements used for tax credit purposes are available online. Please visit rparcs.org and click the Online Registration button, login, and go the My Account tab where you will see Childcare Statement and Reprint a Receipt. No statements will be printed, emailed, or mailed this year. All families will be able to access their statement electronically.

GENERAL INFO

Payment Plan Procedures

The Roselle Park District offers two payment options for the program. Payment in full can be taken at time of registration, or a payment plan can be set up through a debit/credit card. There are payment plan options for 3, 4, or 5 days a week.

Families on payment plans will have the allocated amount withdrawn from September 15–April 15. Payments are withdrawn on the 15th of each month unless the 15th is a holiday or weekend, then it is withdrawn on the following business day. Please note that there is a \$6 administrative fee for all monthly transactions. Credit/Debit cards that expire within the school year date range will not be accepted.

If payments are declined for any reason, there will be a \$30.00 Administrative Fee. Due to so many registrations within the program, unfortunately, we are not able to waive this fee for any reason. Declined payments must be paid by the end of the month. If payments are not made by the dates indicated, it will result in your child's removal from the program. If you have a lost, stolen, or expired debit/credit card, stolen identity issue, banking problems, another party making payment, divorce situation, it will be your responsibility to notify the Superintendent of Finance & Administration to update your payment plan. Payment Plan balances can be paid in full at any time, or partial payments can be made to reduce monthly debited amount. Any account balances must be paid in full by April 30th, or your child will not be able to continue in the remainder of the preschool program. In the occurrence of two declines within the same school year, you will have to pay the remaining balance of the program in full, or switch to punch cards, or your child will be removed from the program.

Questions regarding your Payment Plan can be directed to the Roselle Park District's Finance Department to Superintendent of Finance & Administration, Nicolette Orlandino, phone: (630) 894-1048 and email: norlandino@rparks.org for card updates.

HEALTH AND SAFETY

Medical Emergencies

All Club Kids staff are CPR and First Aid certified. In the event of a serious injury that requires more than basic first aid, the following steps will be taken:

1. Staff calls EMS
2. Parent or Guardian is contacted (or listed emergency contact)
3. If necessary, paramedics will transport the injured child to the nearest hospital, accompanied by a Club Kids staff member.

Guardians are responsible for any emergency medical charges. Park District Employees are not allowed to transport injured parties in Park District or personal vehicles.

Illness

If your child is ill or has a fever, he/she should not attend Club Kids. If your child becomes ill during the program, a parent or listed emergency contact person will be notified and asked to pick the child up. Children should not return to Club Kids until they have been fever-free for 24 hours. In cases of a contagious disease, contact the Recreation Supervisor immediately, so that other families in the program can be notified.

Medication

In the event a child must take medication during the Club Kids program, please complete the Medication Dispensing and Medication Information form via ePACT. All medication must be hand-delivered to the Recreation Supervisor (this includes Epi-Pens and allergy medication) in a gallon-sized baggie clearly labeled with your child's first and last name.

All medication must be in its original container. Under no circumstance may medication be shared, including siblings. Please let the Recreation Supervisor know if the medication will stay at school or if it should go home each day. If your child is prescribed a short-term medication, a Medication Authorization Form must be completed. The Park District cannot administer some medicines in which case a care plan will be developed between you and the recreation supervisor.

Allergies

We will take every precaution necessary to protect those with an allergy. However, the Roselle Park District is not a nut or allergen free organization. No matter how mild or severe, allergies must be communicated and noted on child's forms. Dispensing of allergy medication follows the same protocol listed above. Note, the allergy action plan (included in the E-PACT app) is not required to be completed by a physician-this can be completed by a legal guardian or parent. To protect children with allergies, surfaces are cleaned before and after arts and crafts, snacks, and meals. Hands are washed before and after all meals, and food sharing is not permitted. Staff will sit near the children with allergies and ensure that others sitting near them do not have allergens in their lunch.

Behavior

The Roselle Park District expects program participants to always exhibit appropriate behavior. The following guidelines have been established to ensure the program is safe and enjoyable for all participants.

1. Be respectful to participants, volunteers, and staff
2. Respect the facility, equipment, and supplies
3. Treat others the way you would like to be treated
4. Physical aggression towards other participants or staff is prohibited
5. Refrain from using profanity, derogatory language or put downs
6. All school rules, both indoors and outdoors, apply



"Bullying" or "harassment" is defined as any gesture or written, verbal, graphic, or physical act that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm and/or emotional distress. It may or may not be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this procedure. Such behaviors are bullying or harassment whether they take place on or off park district property, at any park district sponsored function, or in a park district vehicle or at any place or time where a staff or participant's imminent safety or overall well-being may be an issue.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits their involvement. Staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and are to demonstrate behavior that is both respectful and civil. It is especially important for adults to model these behaviors to provide positive examples for participant behavior.

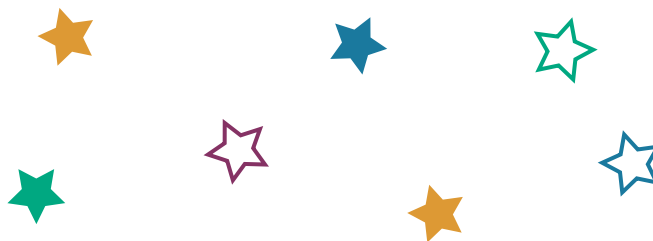
HEALTH AND SAFETY

The Roselle Park District believes that standards for an individual's behavior must be set through interaction among the participants, parents and guardians, staff, and community members of the park district, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity per determining factors. Parents and guardians will be notified of the bullying incidences and of the district's plan. The consequences and remedial measure may include, but are not limited to, the examples listed below:

Examples of consequences:

- Verbal warning
- Temporary removal from the program
- Loss of privileges
- Program suspension
- Removal from program
- Legal action



The Roselle Park District prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment will be dependent on determining factors.

Discipline

A direct and positive approach will be used regarding discipline to help children develop self-control and learn to assume responsibility for their actions. Staff will use positive statements and reinforcements to redirect inappropriate behavior. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to individual situations. Documentation will be maintained regarding any problem behaviors.

In the event participants do not adhere to the established rules and guidelines, disciplinary procedures will be followed. The Roselle Park District reserves the right to bypass one or all steps listed below based on the severity of the infraction. Behavior reports will be issued by staff when a participant has broken the rules. Any child receiving three behavior reports will receive an immediate suspension from the program. For the safety of all our children, the Roselle Park District reserves the right to terminate a participant's enrollment in a program at any time.

A child's continued misconduct will be handled as follows:

First Notice: Inappropriate behavior documented and discussed with parents by program staff.

Second Notice: Continued inappropriate behavior documented and discussed with the parent by program staff and supervisor. A behavior plan will be put in place to set the child up for success.

Third Notice: Continued inappropriate behavior documented and discussed with the parent by program staff and supervisor. A suspension based on Program Supervisor's discretion will be set.

Immediate time-out and parental notification will be given if:

1. A child disturbs or hurts others, verbally or physically.
2. A child damages equipment or property.
3. A child places himself/herself or others in a dangerous situation.

HEALTH AND SAFETY

If a participant engages in behavior which poses a threat of bodily harm to her/himself or others (including physically or verbally abuses a staff member), an immediate meeting with the parent or guardian may be called, or based on the severity of the incident, the individual will be immediately suspended or expelled from the program or facility.

Although not required or guaranteed, progressive discipline may be used if deemed appropriate by the Park District. Your child may be suspended or dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your child's part. Notwithstanding the Park District's option to use progressive discipline, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with your child's suspension or dismissal. Please also note that behavior and discipline are cumulative and apply to all District programs and activities. In other words, a behavioral issues or discipline in one program will be consider and applied across all District programs and activities, and a suspension or dismissal from one program may affect your child's ability to participate in other District programs.

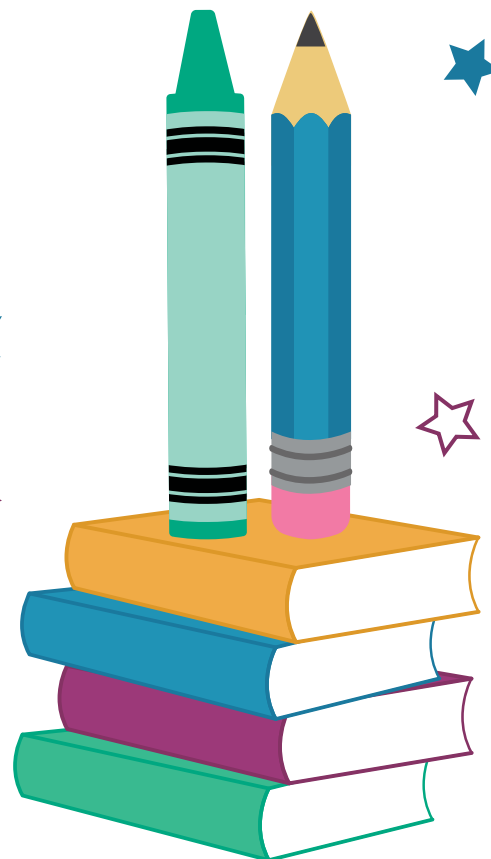
The Park District's failure to strictly adhere to the time limits or the procedure in this policy related to behavior and/or discipline shall not affect the resolution of any behavioral or disciplinary action.

Parent Code of Conduct

Any parent/guardian who displays any of the following behaviors, including, but not limited to: physical abuse, shaking, grabbing, hitting, pushing, verbal abuse including inappropriate language or threats to a child, family, or staff; or is in possession or under the influence of alcohol or illegal substance will be asked to leave the premises and may no longer be allowed on site.

If staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified.

The staff's first responsibility is the safety of the children.



FREQUENTLY ASKED QUESTIONS

What is the best payment option for my childcare needs?

Depending on your schedule and needs you choose between daily registration or a payment plan. Payment plans are offered for three, four, and five days a week (must commit to same days every week). Payment plans are best for consistent care with a regular schedule when attendance to the program will be three or more days a week. The daily option is better for a varying schedule that may be infrequent, or change based on needs. A combination of both the daily and the payment plan can be used if your needs are different for before school childcare and afterschool childcare – i.e., daily for before school care, and a specific payment plan for after school care

Can I register online?

Daily registrations can be completed online, but payment plans must be completed in person.

When does registration need to be completed?

Registration must be complete 7 days prior to care being needed. Payment in full or a completed payment plan authorization form for all days selected is due at time of registration.

Who runs the program at the school?

The Club Kids program is staffed with Roselle Park District employees. All Club Kids staff received program and childcare training which includes First Aid and CPR. All programs are staffed at a 1:10 ratio.

Where do I drop-off/pick-up my child?

Drop-off and pick-up are different at each school. Waterbury: Use the double doors in middle of the playground, door 3, knock to gain access. Spring Hills: Use the right-side doors, ring doorbell labeled Club Kids to gain access.

Is Club Kids offered on Smart Days?

Yes, Club Kids is still offered on Smart Days and there is no additional fee.

What if my child misses a day and is absent?

Days missed due to absence are non-transferable and non-refundable.

I am trying to register online, but am being denied due to a pre-requisite requirement. What does this mean?

To ensure you receive the proper ePACT information, you need to first enroll the participant in the corresponding ePACT pre-requisite code before you can add the Club Kids registration to your cart. The codes are as follows:

Waterbury (WB): 228310-01 Spring Hills (SH): 228311-01

What is ePACT?

Once registration is complete you will a notification from ePACT to create and/or update your child's electronic emergency profile. Your child's ePACT is inclusive of parent/guardian and pick-up contact info, emergency contact information, medical needs, program policies, etc. Each Club Kids participants ePACT MUST be complete prior to their first day of Club Kids. Participants will be denied access to Club Kids in the event their ePACT is not completed at 100%.

School Day Out

The Roselle Park District also offers childcare options for days off of school. Registration is completed by day and offerings for each season can be found in our seasonal brochure in the "Schools Out" section.

